



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

MASTER SERVICES AGREEMENT UNIVERSAL WASTE (U-Waste) USER INSTRUCTIONS

CONTRACTOR:	VARIOUS
CONTRACT NUMBER:	5-07-99-11 through 5-07-99-19
CONTRACT TERM:	July 1, 2007 through June 30, 2010
SERVICE:	UNIVERSAL WASTE RECYCLING AND RECYCLING KIT SERVICES (Statewide)
DISTRIBUTION CODE:	ALL CONTRACTING OFFICES; LOCAL AGENCY LIST; MSA CONTRACTORS, PD CENTRAL RECORDS
NOTE: Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: www.dgs.ca.gov/pd	
USER GUIDE ISSUE DATE AND EFFECTIVE DATE:	July 1, 2007

Any questions regarding this MSA shall be directed to the contract administrator:

**Department of General Services
Procurement Division, Multiple Award Program
Bonnie Bahnsen, Contract Administrator
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Phone #: (916) 375-4383
Fax #: (916) 375-4663
E-mail: bonnie.bahnsen@dgs.ca.gov**

Skip Ellsworth, Manager, Multiple Awards Program (MAP)

USER GUIDE

TABLE OF CONTENTS

Section I - Introduction and General Information

A. Contact Information	Page 2
B. Term of the MSA	Page 2
C. Administrative Fee	Page 2
D. Small Business Preference	Page 2
E. Disabled Veteran Business Enterprise (DVBE)	Page 2

Section II - Ordering Procedures for State & Local Agencies

I. State Agency Instructions	
A. Authority to Use the MSA	Page 3
B. Competition & Advertising	Page 3
C. Order Limits/Dollar Thresholds	Page 3
D. Preparation of Contract	Page 3
E. Contract Approval	Page 4
II. Ordering Instructions for Local Agencies	Page 4

Section III – Forms for State Agencies

A. Std. 65	Page 5
B. Std. 213	Page 5
C. Std. 215	Page 5
D. File Documentation Checklist	Page 5
E. Request to Exceed \$500,000 Limit	Page 5

SECTION I

INTRODUCTION AND GENERAL INFORMATION

This MSA provides statewide universal waste recycling services for the State and participating local governmental entities (agencies).

See <http://www.pd.dgs.ca.gov/masters/default.htm> to view the MSA.

This MSA offers the following advantages and benefits to Users:

1. Reduced rates based on aggregated statewide volumes. Maximum pricing has been established.
2. Eliminate extensive advertising, bidding, and contracting procedures by using the less formal standardized MSA ordering process. Three competitive bids are not required.
3. Bidder has been prequalified for the contract and DVBE criteria have already been met.
4. The ordering agency manages the project, approves deliverables, and authorizes payment to the Contractor.

A. CONTACT INFORMATION

DGS CONTRACT ADMINISTRATOR:

Bonnie Bahnsen
Department of General Services, Procurement
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Phone #: (916) 375-4383
Fax #: 916/375-4663
E-mail: bonnie.bahnsen@dgs.ca.gov

CONTRACTOR CONTACT:

See Exhibit I for contact information.

B. TERM OF MSA

The term of the Master Service Agreement (MSA) executed for this service category is July 1, 2007 or upon approval through June 30, 2010 with two one year options to extend. State agencies may not enter into agreements with an end date extending more than 12-months beyond MSA contract term expiration date. The Department of General Services Procurement Division may utilize the option for two (2), one (1) year contract extensions. If the current contract is extended, a supplement will be issued noting the new contract expiration date.

C. ADMINISTRATIVE FEE

DGS will NOT charge the users of this MSA an administrative fee.

D. SMALL BUSINESS PREFERENCE

One contractor, Omega Pacific, is certified as a Small Business. No other vendor is a small business.

E. DISABLED VETERAN BUSINESS ENTERPRISES (DVBE)

DVBE participation or completion of the good faith effort (GFE) was required to qualify for this MSA. For a breakdown of participation efforts, refer to Exhibit I.

SECTION II

ORDERING PROCEDURES FOR STATE AND LOCAL AGENCIES

I. STATE AGENCY INSTRUCTIONS

In addition to procedures delineated in these user instructions, requirements contained in the DGS/PD Purchasing Authority Manual (PAM), State Contracting Manual, and the ordering agency's internal contract procedures must be followed.

A. Authority to Use the MSA

Departments should use this MSA in accordance with State Contract Manual (SCM) Volume 1 for non-IT services.

B. Competition & Advertising

Ordering agencies are not required to solicit multiple offers nor post an advertisement in the State Contracts Register when executing contracts under this MSA.

C. Order Limits/Dollar Thresholds

Contracts may not exceed \$250,000 in accordance with MM03-10. The total contract value shall be based on the cumulative value including any amendments (i.e., a \$250,000 contract plus a \$60,000 amendment shall be considered a \$310,000 contract that exceeds the dollar limits)." Pursuant to PCC Section 10329, willfully splitting a single purchasing transaction into two or more transactions for the purpose of circumventing dollar thresholds is strictly prohibited.

D. Preparation of Contract

- 1) **CONTRACT LANGUAGE** - In accordance with all applicable contracting procedures, use the State Standard Agreement (Std. 65) for all orders under \$50,000 to initiate and execute a contract under this MSA. For orders over \$50,000 use the State Standard Agreement (Std. 213) and Agreement Summary (Std. 215). Incorporate this MSA number by reference on the Std. 213 by inserting this clause on your 213 cover sheet: "MSA #_____ is hereby incorporated by reference and made a part of this agreement."
- 2) **SCOPE OF WORK** - Ordering agencies must include a Scope of Work for each contract. The Scope of Work should identify the specific services being ordered. A departmental contract manager/project representative should be identified as well.
- 3) **BUDGET, INVOICE, AND PAYMENT PROVISIONS** - Ordering agencies must include Budget, Invoice, and Payment Provisions. While there is no need to duplicate the MSA contract language on this topic, do include those cost details specific to the contract between the ordering agency and the MSA Contractor. These provisions should also include information on where, to whom, and how often the invoices will be submitted.

E. Contract Approval

The contract executed between the ordering agency and the MSA contractor must be completely approved and executed prior to the start date of the contract. *Please allow ample processing time to avoid late contracts.* Departments/agencies may not authorize work/services under an MSA until the department/agency contract with the MSA contractor is fully approved and executed (including DGS/OLS approval if required).

II. ORDERING INSTRUCTIONS FOR LOCAL AGENCIES

Local agencies utilizing this MSA:

- 1) Agree to all operational terms and conditions.
- 2) May use the STD 213 and STD 215 to initiate orders or use their own order document (Purchase Orders).
- 3) Are required to submit a copy of their ordering documentation to the MSA Contract Administrator.

SECTION III

FORMS

A. Std. 65 Purchasing Authority Purchase Order

<http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

B. Std. 213 Standard Agreement

<http://www.documents.dgs.ca.gov/ols/CONTRACTING%20INFO/STD213-JUNE%2003.doc>

In the event the above link is problematic, this form is found on the OLS main website at:
www.ols.dgs.ca.gov

B. Std. 215 Agreement Summary

<http://www.documents.dgs.ca.gov/ols/CONTRACTING%20INFO/STD215%20Rev%204-2002.doc>

In the event the above link is problematic, this form is found on the OLS main website at:
www.ols.dgs.ca.gov

C. LPA File Documentation Checklist

<http://www.documents.dgs.ca.gov/pd/delegations/FildocLPA.pdf>

In the event the above link is problematic, this checklist is found in Chapter 6 of the Purchasing Authority Manual. Below is a link to the manual: <http://www.pd.dgs.ca.gov/deleg/pamanual.htm>